

7 REORGANIZATION PROCEDURES

Changes in the state government organizational structure may be necessary to achieve greater economy, efficiency, and improved administration. These changes can include the creation, alteration or abolition of any organizational unit or administrative body and the transfer of functions, personnel, funds, equipment, facilities, and records from one organizational unit or administrative body to another. The legal framework for reorganizations is found in KRS 12.028.

7.1 PROCESS and TIMELINES

1. A reorganization packet (detailed in the following section), which contains an executive order must be submitted to the Governor's Office of Policy and Management (GOPM) sixty (60) days prior to the effective date of the reorganization. Reorganization packets effected by an administrative order must be submitted thirty (30) days prior to the effective date.

Minor Reorganization Requests – From time to time agencies require minor internal organizational changes to reflect program shifts or to accommodate internal management policy. These minor requests usually involve changing the title of a particular entity to more accurately reflect its function and role in the agency. For example, changing the title of a section from "Procedures Section" to "Quarterly Audits Section" may show that the specific role of this section is to now conduct quarterly audits. Changing the title of an entity involves the same administrative procedure as a reorganization.

2. To prevent an overlap with personnel increment dates, which occur on the first of the month, reorganizations should be effective on the sixteenth (16th) of the month.
3. Submit both an original hardcopy and electronic copy of the reorganization packet to: Office of the State Budget Director/Governor's Office for Policy and Management (OSBD/GOPM), Room 284, Capitol Annex, Attention: Larissa Watson; email electronic copies to Larissa.Watson@ky.gov

Ms. Watson is the contact for each agency submitting a request and serves as the OSBD/GOPM liaison for reorganizations with the Personnel Cabinet and the Governor's General Counsel Office. Ms. Watson can be reached at (502) 564-7300 for questions or assistance relating to the reorganization process.

4. GOPM will forward a copy of the reorganization packet to the Personnel Cabinet. If additional documentation is necessary, GOPM will notify the initiating agency.
5. Upon approval by GOPM and the Personnel Cabinet, GOPM will forward a copy of the executive order and reorganization plan to the Governor's General Counsel. The Governor's General Counsel will prepare the executive order for signature, assign the identification number and file the order with the Secretary of State's office.

GOPM will forward a copy of the signed and filed executive order to the initiating agency and the Personnel Cabinet.

6. Once the official review and approval process is complete, GOPM will forward approval letters from both GOPM and the Personnel Cabinet to the initiating agency where upon receipt, the agency may begin implementation of the reorganization on or after the approved effective date listed in the order.
7. GOPM will forward a complete copy of the final reorganization packet to the Finance and Administration Cabinet, Division of Statewide Accounting Services and the Legislative Research Commission's Budget Review office.

7.2 REORGANIZATION PACKET

The following documents make up a reorganization packet and are necessary to change the organizational structure of an agency:

1. **Executive and/or Administrative Order** – a reorganization packet may or may not require both an executive and administrative order.
 - a. An **Executive Order** is the directive that affects only the top organizational levels of government, which include cabinets, departments or offices, and divisions. An executive order is signed by the Governor or constitutional (elected) officer and is submitted with the reorganization packet unsigned.

Pursuant to KRS 12.028, an executive order signed by the Governor or other constitutional officers become statutory law when ratified by the next session of the General Assembly. An executive order signed in the interim has only temporary legal effects. For this reason, it is essential for the agency to translate the signed executive order into a legislative bill for review at the next session of the General Assembly through their legislative liaison. Once the bill is passed by the General Assembly, the reorganization bill will become law, validating the agency's new organizational structure, ninety (90) days after *sine die* adjournment, unless otherwise stated. In the event a reorganization bill is not ratified, the agency must revert to its original structure ninety (90) days after adjournment of the General Assembly, unless a revised reorganization packet is submitted and approved. The revised reorganization plan must be significantly different than the non-ratified reorganization bill and have an effective date within ninety (90) days after the adjournment of the General Assembly.

- b. An **Administrative Order** is the directive that affects only the lower levels of government, which include branches, sections, and units. An administrative order is signed by the cabinet secretary, constitutional (elected) official or independent agency head and must be signed at the time the reorganization packet is submitted for approval.

The administrative order is numbered by the agency and must carry a numerical designation by calendar year for identification. For example, the first administrative order for an agency in calendar year 2007 should be titled "Administrative Order 2007-01", the next order in the same cabinet would be 02, 03, etc...

2. **Cover Letter** addressed to the Office of the State Budget Director/Governor's Office for Policy and Management (OSBD/GOPM) from the cabinet secretary, constitutional (elected) official, or independent agency head, authorizing agency approval of proposed changes.

The letter must include the name of the agency contact person who has detailed knowledge about the request and can make changes throughout the approval process, if necessary.

3. **Reorganization Plan** is a detailed description of the a) Summary of Plan, b) Fiscal Impact, c) Personnel Impact, and d) Net Effect. The description should clearly

explain each proposed change as a result of the reorganization, including the need for the change, an estimate of any reduction or increase in expenditures, a description of any improvements in the management, delivery of services, and efficiency of operations, and any effect on the budget and personnel of each affected organizational unit, including but not limited to the amount of funds, number of employees that will be transferred and/or laid off; new positions and promotions; and, any reduction or increase in expenditures.

The plan should also detail estimated cost by source of funds, categories of personnel costs, operating expenses, capital outlay or fund transfers, additional space requirements, and what groups outside the agency, if any, might be affected or interested in the reorganization.

If the reorganization is due to a federal program change, the plan should include an explanation of how the federal alteration requires change on the state level and related administrative orders should be attached.

4. **Current Organizational Chart** depicting the organizational structure by name as it exists in the Personnel Cabinet system, prior to the reorganization, the organizational structure number, and the number of positions (filled or vacant) in each organizational structure. Employee names and titles should not be shown on the chart.
5. **Proposed Organizational Chart** depicting the organizational structure by name, the organizational structure number, and the number of positions (filled or vacant) in each organizational structure as it will exist upon implementation of the reorganization. Employee names and titles should not be shown on the chart.
6. **Checklist of Changes Relating to Reorganization** provides specific information relating to the reorganization, including the agency contact person and contact number. The information provided on this form must agree completely with the effects of the executive and/or administrative orders and the reorganization plan. The agency contact person should be the same individual identified in the cover letter, who has detailed knowledge about the request and can make changes throughout the approval process, if necessary.
7. **Structural From-To Crosswalk** lists the current name and 13-digit organizational structure number of each entity that is affected by the reorganization and specifies the action being taken by the reorganization (abolish, establish or rename); and, any proposed organizational structure being established by the reorganization and the new 13 digit organizational number being assigned. Organizational structure numbers for cabinets and departments cannot be reused. For questions regarding organizational structure numbers available for use, contact the Personnel Cabinet, Division for Employee Management at (502) 564-6464.
8. **Position From-To Crosswalk** lists the vacancy and/or employee name, current 16-digit position number, title, and the new 16-digit position number for all positions being affected by the reorganization, which requires that a new position number be assigned.

A reorganization involving only a name change to an organizational structure does not require a list of positions in the structure because there is no change in the position numbers.

9. **Budget From-To Crosswalk** must be provided if the proposed reorganization moves budgets, funds, and/or personnel across agency programs, defined as budgetary allotment and appropriation units.
10. **Chart of Accounts From-To Crosswalk** must be provided to show the appropriation, allotment, and function codes along with accounting strings associated with funds which are being affected within the organization.

7.2 (a) EXAMPLE OF AN EXECUTIVE ORDER

EXECUTIVE ORDER _____ RELATING TO REORGANIZATION

ESTABLISHMENT OF THE DIVISION OF _____ IN THE DEPARTMENT OF _____ "XXX" CABINET

WHEREAS, the Commonwealth of Kentucky has always promoted effective and efficient management of state government operations; and

WHEREAS, improved efficiency and economy will result from the establishment of an organizational entity that utilizes effective management practices;

NOW, THEREFORE, I, Ernie Fletcher, Governor of the Commonwealth of Kentucky, by virtue of the authority vested in me by the Constitution and KRS 12.028, do hereby order and direct the following:

- I. The Division of _____ is hereby created and established within the Department of _____ within the "XXX" Cabinet. The Division of _____ shall be headed by a director appointed by the Secretary of the "XXX" Cabinet pursuant to KRS 12.050. The Division shall be composed of such organizational entities as deemed appropriate by the Secretary of the "XXX" Cabinet and set forth by Administrative Order.
- II. The Division of _____ within the Department of _____ within the "XXX" Cabinet is hereby abolished. All personnel, records, files, equipment, and funds heretofore assigned to the Division of _____ are hereby transferred to the Division of _____ and shall be assigned to organizational entities as deemed appropriate by the Secretary of the "XXX" Cabinet and set forth by Administrative Order.
- III. The Office of _____ is hereby created and established within the "XXX" Cabinet. The Office of _____ shall be headed by an executive director appointed by the Secretary of the "XXX" Cabinet pursuant to KRS 12.050.
 - A. The Division of _____ is hereby created and established within the Office of _____ within the "XXX" Cabinet. The Division of _____ shall be headed by a director appointed by the Secretary of the "XXX" Cabinet pursuant to KRS 12.050.

- IV. The Division of _____ within the Department of _____ within the "XXX" Cabinet is hereby renamed the Division of _____.
- V. The "XXX" Cabinet, Finance and Administration Cabinet, Office of State Budget Director, and the Personnel Cabinet shall take all necessary action to effectuate this Order.

This Order shall be effective _____, 200_____.
Signed this _____ day of _____, 200_____.

Steven L. Beshear, Governor
Commonwealth of Kentucky

Trey Grayson
Secretary of State

7.2(b) EXAMPLE OF AN ADMINISTRATIVE ORDER

"XXX" CABINET
Commonwealth of Kentucky
Frankfort 40601

ADMINISTRATIVE ORDER 2007 - X

WHEREAS, Executive Order _____, effective [month] 16, 200____, established, changed, and reorganized some major divisional entities within the "XXX" Cabinet; and

WHEREAS, KRS 999.999 authorizes the Secretary of the "XXX" Cabinet to establish the internal organization of the "XXX" Cabinet and to organize the Cabinet into such offices and administrative units as the Secretary deems necessary to perform the functions, exercise the power, and fulfill the duties of the Cabinet; and

WHEREAS, it is deemed advisable at this time to clarify the organizational entities within the Department of _____ in order to improve the efficient and effective delivery of services within such Department;

NOW, THEREFORE, pursuant to the authority vested in me by KRS 999.999, I, _____, Secretary of the "XXX" Cabinet, do hereby order and direct the following organizational structure changes within the Department of _____:

- I. The _____ Branch is hereby established within the Department of _____ and shall be headed by a manager who shall report directly to the Commissioner of the Department.
- II. The Division of _____, as established in Executive Order _____ shall have the following organizational structure:
 - A. Red Branch to be headed by a manager who shall report to the director of _____.
 - B. Blue Branch to be headed by a manager who shall report to the director of _____.
 1. White Section to be headed by a supervisor who shall report to the manager of the Blue Branch.

- a. Unit A to be headed by a unit leader who shall report to the supervisor of White Section.

III. The Division of _____, shall have the following changes in organizational structure:

A. The _____ Branch is hereby established and shall be headed by a manager who shall report to the director of _____.

B. The _____ Branch is hereby abolished.

1. The _____ Section is hereby abolished.

a. The _____ Unit is hereby abolished.

C. The _____ Branch is hereby renamed the _____ Branch.

IV. The "XXX" Cabinet, Finance and Administration Cabinet, Office of State Budget Director, and Personnel Cabinet shall take all necessary steps to effectuate this Order.

V. This Order shall become effective _____ 16, 200__, and negates all previous administrative orders to the extent of any conflict.

Signed this _____ day of _____, 200_____.

Cabinet Secretary

7.2(c) Suggestions for Design of a Reorganization Plan to accompany any Executive or Administrative Order

TITLE PAGE

Use a blank cover sheet, not stationery. Place title in center of page as follows:

REORGANIZATION PLAN
CABINET/DEPARTMENT

Secretary
XXX Cabinet

INTRODUCTION

KRS 12.028(a) states: "An explanation of each proposed change, including the need for the change"

"It is the policy of this Administration to derive maximum benefit from the streamlining of state government structures, thereby reducing escalating management costs. Therefore, the XXX Cabinet proposes the following reorganization." (Please modify such a goal statement to fit your agency's particular reasons for reorganization.)

SUMMARY OF PLAN

The summary should highlight the most important facts, especially the background reasons. If the background/history is extensive, set out a subsection labeled "Background." This background may also include federal mandates, legislation, or discussion of the "Whereas" clauses that are in the Executive Order. Include copies of any pertinent documentation deemed necessary.

FISCAL IMPACT

KRS 12.028(b) states: "An estimate of any reduction or increase in expenditures, itemized as far as practicable, which the promulgating officer expects will result from the reorganization"

PERSONNEL IMPACT

The personnel impact includes any shifts or transfers of personnel, any necessary hiring, promotions, reclassifications, reallocations, or other changes in usage of personnel.

KRS 12.028(d) specifically states: "Specification of the effects of the reorganization on the budget and personnel of each affected organizational unit or administrative body, including but not limited to the amount of funds and the number of employees that will be transferred from one (1) organizational unit or administrative body to another, any reductions in the state work force resulting from the reorganization, and the methods to be utilized to achieve such reductions"

NET EFFECT (OR GAIN, BENEFIT, ETC)

KRS 12.028(c) states: "A description of any improvements in the management, delivery of state services, and efficiency of state government operations which the promulgating officer expects will be realized as a result of the reorganization".

EXEC ORDER: _____
 ADMIN ORDER: _____
 EFFECTIVE DATE: _____

7.2 (d) Checklist of Changes Relating to REORGANIZATION

Governor's Office for Policy and Management

Agencies who wish to process an executive or administrative order must complete this form and send it and the documentation described herein to the Office of the State Budget Director, Governor's Office for Policy and Management, Room 284, Capitol Annex, Frankfort, KY 40601. The information will be processed through GOPM and the various central agencies for their reviews as described below. Please be sure your answers on this form agree completely with the effects of the actual order.

Reorganizations that involve division levels and above require an executive order. Reorganizations that involve branches and below may be accomplished through an administrative order, unless specific statutes are being affected, in which case an executive order would be required.

Once all these review processes are completed, the new organizational structure will be entered into the master data base that serves the statewide computerized payroll, personnel, and accounting systems. Below are summary review requirements.

Summary of Who Reviews Executive Orders & Administrative Orders:	Exec. Order: Division or above	Admin. Order: Branch or below	Who to Call for Information
Reviews ¹ are required by: Cabinet Head of agency GOPM Personnel Cabinet - Secretary Personnel Cabinet --Employee Management Personnel Cabinet --Classification	Y Y Y Y Y	Y Y Y Y Y	7300-Policy Advisor 7430-Secretary 6464 -Personnel Cabinet 573-0318 -Personnel Cabinet
Documents are created as necessary: Personnel Actions Labor distribution numbers Account numbers	Y ² Y ³ Y	Y ² Y ³ Y ⁴	6873 - Personnel Cabinet 6464 - Personnel Cabinet 7750--Division of Accounts
File copies as follows: Finance Accounts GOPM Personnel Cabinet Legislative Research Comm. Secretary of State	Y Y Y Y Y	Y Y Y Y N	7750 - Division of Accounts

¹Approvals by the Executive Branch, per se, are not required for agencies headed by constitutional officers (KRS 12.028); as a practical matter, however, central computer/administrative systems require some consideration when contemplating changes of this nature. Consequently, reviews in that regard are necessary.

²If only a title change, system changes can be made without P-1 generation.

³Required only if new accounts are established or old ones deleted.

⁴Required only if accounting-type reporting is to be below division level.

1. What is the agency/department name and cabinet/department number to which this reorganization applies?

2. What is the requested effective date of the order?

The effective date of the personnel or position action processing must be the same as the effective date of the order. To save staff time, personnel/position action processing should be done on the 16th of the month.

3. Please provide the name and phone number of the contact person for this reorganization.

4. Will the division, branch, section, or unit affected by this order be moving to or from a different department or cabinet (i.e., changing appointing authorities)? If yes, then you must complete the executive order process instead of the administrative order process.

☐ YES ☐ NO

5. Cite any new laws (in addition to KRS 12.028), regulations, current statutory or other legal basis for the order or any statutes that require modification. Please attach a copy of the law or regulation. If any statutes require modification, an executive order must be processed.

6. Will any new cabinet/department numbers result from this executive order? (If yes, contact the Personnel Cabinet, Division of Employee Management for available organization numbers 502-564-6464.)

☐ YES ☐ NO

7. How many total positions will be involved in the reorganization? You must complete the "Position From-To List" accounting for each affected position number.

"Position From-To List" attached

☐ YES ☐ NO

If more than **25 positions** are involved, the Personnel Cabinet will produce a list of P-1s to be automatically generated from the submitted "Position From-To List". You will have an opportunity to review and make corrections before personnel actions (P-1s) are automatically generated.

If fewer than **25 positions** are involved you are required to electronically submit P-1s.

NOTE: For detailed instructions on preparing personnel actions, please review "Personnel Actions Resulting From Reorganizations" in Reorganization Procedures.

8. List the number of employees for whom there may (unless the employee agrees) have to be an involuntary transfer or involuntary demotion because of the reorganization:

List the number of employees for whom there may have to be a reclassification or reallocation as a result of the reorganization.

9. Are there any organizational units being established?

☐ YES ☐ NO

If yes, will any additional positions outside your current authorized cap be required?

☐ YES ☐ NO

If additional positions are required, position establishment actions will have to be electronically submitted to the Personnel Cabinet separately for review, after the reorganization is finally approved and organizational numbers are entered into the master organizational database.

Indicate the number of additional supervisors/management positions that will be required by the reorganization:

Indicate the number of other additional positions that will be required by the reorganization:

The nature of action code(s) to use on the personnel action for a reorganization process is E41—Re-org per Executive Order, E42—Re-org per Administrative Order, or E43—Re-org per Legislation.

10. Are there any organizational units being abolished?

☐ YES ☐ NO

If yes, are there any affected employees who will not be moved to a new unit?

☐ YES ☐ NO

If yes, KRS 18A.113, 1131, 1132 relating to layoff must be followed. Please provide all necessary information relating to any such layoff. Layoff plans may be submitted along with or separate from the order but must be approved by the Secretary of Personnel prior to approval of the order.

11. You must supply a "Structural From-To List" showing only affected organizational numbers to be entered into the master organizational database.

"Structural From-To List" attached

☐ YES ☐ NO

Codes to be used on this form are: E (Establish), A (Abolish), R (Rename) and must be consistent with language used in the Order.

12. Attach a reorganization plan, current and proposed organizational charts.

Reorganization Plan attached

☐ YES ☐ NO

Current Organizational Chart attached

☐ YES ☐ NO

Proposed Organization Chart attached

☐ YES ☐ NO

13. Will the payrolls affected be:

P-1 Payrolls? (payrolls certified)

☐ YES ☐ NO

Non P-1 Payrolls? (no payroll certification)

☐ YES ☐ NO

14. Will any changes in labor distribution numbers be required?

☐ YES ☐ NO

If yes, how many positions will be involved?

If more than 25 will be involved, the changes will be generated via a "From-To" payroll distribution list provided by the Personnel Cabinet.

☐ YES ☐ NA --Less than 25 involved

15. Are there any appropriation or allotment budget changes required due to this reorganization?

☐ YES ☐ NO

If yes, you must include a Budget From-To List (Crosswalk).

16. Are any new appropriation, allotment, or function codes being established in the statewide accounting system?

☐ YES ☐ NO

If yes, you must include a Chart of Accounts From-To List (Crosswalk).

17. Will there be a need for funds to be moved to a different agency? (Note: KRS 12.028(7) states that "funds transferred due to reorganization shall be maintained in separately designated accounts. Any excess funds resulting from reorganization shall lapse to the general fund surplus account.")

☐ YES ☐ NO

18. Will there be an increase or decrease in any funding requirements as a result of this reorganization?

☐ YES ☐ NO

If yes, state the change:

19. If additional cap positions will be required, state the GOPM Policy Advisor or other person you worked with in adjusting the cap for your agency.

EXEC ORDER: _____
 ADMIN ORDER: _____
 EFFECTIVE DATE: _____

Copy Distribution:	Approval Required for this order?	Approval	Date
1. Governor's Office for Policy & Management	X		
2. Personnel--Classification	X		
3. Personnel--Personnel Administration, Commissioner	X		
4. Personnel--Secretary	X		

Reorganization Packet / Checklist of Contents

In order for the Personnel Cabinet to ensure that your complete reorganization packet has been received and stored, please mark the items that are being included.

Document Description		X
Letter	Cover	
	Other	
Orders	Executive Order (EO)	
	EO Summary/Reorg Plan	
	Administrative Order (AO)	
	AO Summary/Reorg Plan	
Charts	Current Org Structure	
	Proposed Org Structure	
Forms	Structural From-To	
	Position From-To (Crosswalk)	
	Chart of Accounts From-To	
	Budget From-To	
Misc		

EXEC ORDER: _____
ADMIN ORDER: _____
EFFECTIVE DATE: _____

Listing of Organization Numbers ONLY
(i.e., Cabinet, Department, Division, Branch, Section, Unit)

FOR THE REORGANIZATION OF: Cabinet: _____ Department: _____

[illegible]

EXEC ORDER: _____
ADMIN ORDER: _____
EFFECTIVE DATE: _____

**Listing of Organization Numbers ONLY
(i.e., Cabinet, Department, Division, Branch, Section, Unit, Position)**

FOR THE REORGANIZATION OF: Cabinet: _____ Department: _____

[illegible]

EXEC ORDER: _____
ADMIN ORDER: _____
EFFECTIVE DATE: _____

FOR THE REORGANIZATION OF: Cabinet: _____ /Department: _____

Form Revised on 03/09/2007
PC/DPA/DEM

“CHART OF ACCOUNTS FROM-TO LIST” (CROSSWALK)

FOR THE REORGANIZATION OF: Cabinet: _____ Department: _____

[illegible]

7.2 (i) Quick Reference to Reorganization - Executive and Administrative Orders

Refer to <http://personnel.ky.gov/>, Personnel Resources, Personnel Information, Procedure Manual, Chapter 7, to access information relating to the procedure and process to submit a request for reorganization. For questions or assistance relating to the reorganization process, please contact Larissa Watson at (502) 564-7300.

Submit both an original hardcopy and electronic copy of the reorganization packet to: Office of the State Budget Director/Governor's Office for Policy and Management (OSBD/GOPM), Room 284, Capitol Annex, Attention: Larissa Watson; email electronic copies to Larissa.Watson@ky.gov

REORGANIZATION PACKET *checklist*:

- ☐ **Executive Order** creates, alters, abolishes or otherwise reorganizes *cabinets, departments, or divisions* in state government. The executive order is signed by the Governor or constitutional (elected) officer and is submitted with the reorganization packet unsigned. A reorganization packet that contains an executive order must be submitted to GOPM 60 days prior to the effective date of the reorganization.
- ☐ **Administrative Order** creates, alters, abolishes or otherwise reorganizes *branches, sections, or units*, in state government. Reorganization packets affected by an administrative order must be submitted to GOPM 30 days prior to the effective date. An administrative order is signed by the cabinet secretary, constitutional (elected) official or independent agency head at the time the reorganization packet is submitted for approval.
- ☐ **Cover Letter** addressed to the Office of the State Budget Director/Governor's Office for Policy and Management (OSBD/GOPM) from the cabinet secretary, constitutional (elected) official, or independent agency head, authorizing agency approval of proposed changes. It should include the name of the agency contact person who has detailed knowledge about the request and can make changes throughout the approval process, if necessary.
- ☐ **Re-organization Plan** with a detailed description of the a) Summary of Plan, b) Fiscal Impact, c) Personnel Impact, and d) Net Effect, resulting from the reorganization. The plan may be longer than the order itself. It should include, but not be limited to, all the impacts upon the agency, fiscal, personnel, abolishment of positions, promotions, etc.
- ☐ **Current Organizational Chart** depicting the organizational structure by name, organizational structure number, and number of positions (filled or vacant) in the structure, as it exists in the Personnel Cabinet system, prior to the reorganization. Employee names and titles should not be shown on the chart.
- ☐ **Proposed Organizational Chart** depicting the organizational structure by name, organization structure number, and number of positions (filled or vacant) in the structure, as it will exist upon implementation of the reorganization. Employee names and titles should not be shown on the chart.
- ☐ **Checklist of Changes** provides specific information relating to the reorganization, as well as the name of the agency contact person who has detailed knowledge about the request and can make changes throughout the approval process, if necessary. The information provided must agree with orders and plan.
- ☐ **Structural From-To Crosswalk** listing the current name and 13-digit organizational structure number of each entity that is affected by the reorganization and the action being taken in the reorganization plan; and, any proposed organizational structure being established by the reorganization and the new 13-digit organizational number being assigned.
- ☐ **Position From-To Crosswalk** listing the vacancy and/or employee name, current 16-digit position number, title and the new 16-digit position number for all positions being affected by the reorganization which results in a change in the position number.
- ☐ **Budget From-To Crosswalk** must be provided if the proposed reorganization moves budgets, funds, and/or personnel across agency programs, defined as budgetary allotment and appropriation units.
- ☐ **Chart of Accounts From-To Crosswalk** must be provided to show the appropriation, allotment, and function codes along with accounting strings associated with funds which are being affected within the organization.

7.3 PERSONNEL ACTIONS RESULTING FROM REORGANIZATIONS

The following principles should be considered when processing personnel actions as a result of any reorganization:

1. If reorganization results in the abolishment or combining of one or more entities, all positions in those organizational entities must be addressed in the reorganization plan. This can be accomplished by:
 - moving the positions to a new organizational entity indicated in the reorganization order;
 - moving the positions to a different organizational entity indicated in the reorganization order; or,
 - promotion, transfer, demotion or layoff.
2. Employees who are in positions that are given a position number change due to reorganization will be moved in their current classification with their current position description on the effective date of the reorganization. No position will be reclassified to a different classification on the effective date of the reorganization.
3. If there is a permanent and material change in the duties and responsibilities of the position after the position is moved, the agency should redefine the position and submit a P-1 and revised position description to the Personnel Cabinet for approval to reclassify the position based on the new duties and responsibilities. This action should occur within two pay periods after the effective date of the reorganization.
4. In the event that a change is made to a classification plan on the same effective date as the reorganization, and the change necessitates the reallocation of a position effected by the reorganization, the agency must mark off the names of the affected individuals from the Excel spreadsheet received from the Personnel Cabinet, Processing and Records Branch, and prepare an electronic P-1. The P-1 must be submitted within seven (7) days of the effective date to accommodate both actions. For questions, contact the Personnel Cabinet, Classification and Compensation at (502) 564-5300.